
EDUCATION OUTSIDE THE CLASSROOM (EOTC)

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	DESIGNATED SENIOR LEADERSHIP TEAM MEMBER
DATE LAST REVIEWED:	September 2016
NEXT REVIEW DATE:	September 2019

Education outside the classroom (EOTC) provides many opportunities, which may significantly contribute to a student's education. These opportunities relate to all curriculum areas as well as allowing students to enhance their spiritual, physical and mental well being.

- 1 Staff involved in EOTC events should be aware of and follow recommended guidelines appropriate to the event. Guidelines covering accepted best practice for many outdoor activities are held by the EOTC coordinator. Where such guidelines do not exist best practice may be established by contacting other schools/organizations running similar activities.
- 2 The college will make provision for training for those involved in educational and sporting field trips to isolate, minimise, or eliminate risks and hazards, eg risk management, group management and First Aid.
- 3 The *EOTC Management Procedures* (i.e. personnel, resources, transport and accident reporting) and the *EOTC Organisational Procedures* will be adhered to. These procedures will be reviewed on an annual basis so as to ensure alignment with prescribed best practice.
- 4 The designated leader will have informed and discussed with all students and staff involved the safe practice guidelines for the trip.
- 5 The designated leader will ensure all venues, resources or equipment has been checked prior to departure and will comply with the schools Health & Safety practices and where applicable all contractors will provide their Health & Safety plans.
- 6 When there is a concern that a student's health, fitness or behaviour could jeopardise their own safety or that of other students and staff, then the Principal/Nominee will make the final decision as to that student's attendance. The decisions will be based on the recommendation of the designated leader in consultation with the EOTC coordinator. Parents will be informed.
- 7 Established and reputable outside providers may be used to assist with EOTC events if this is deemed appropriate. In such circumstances the College still retains ultimate responsibility for student safety.
8. On college EOTC activities, no alcohol, tobacco or prohibited substances shall be used by college staff, contract staff and helpers who hold responsibility for students. Likewise, students will not use alcohol, tobacco or prohibited substances.
9. Normal college rules and policy where applicable will apply on college trips and parent / guardian permission will be sought.

10. All adults involved in EOTC activities will be police vet checked.

.....
Signature (BOT Chairperson)

.....
Date Ratified